



RECORDS RETENTION AND DISPOSITION SCHEDULE

Revenue, Department of. Motor Carrier Services Division.

| Agency: Motor Carrier Services Division | | Division: | |
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| ITEM NO. | RECORD SERIES | TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis) | RETENTION PERIOD |
| 1 | 2003-16 | CLAIM FOR PROPORTIONAL USE CREDIT, STATE FORM NUMBER 49868, DEPARTMENT OF REVENUE FORM MCS-1789, REVISED 11/99 Interstate and intrastate carriers that have been certified by the Indiana Department of Revenue in accordance with IC 6-6-4.1-4.7, 2003 IC Supplement, through use of the Proportional Use Credit Certification Application can claim proportional use credit on fuel used from a common reservoir for locomotion and operation of a qualified vehicle. The percentage of credit taken varies per each type of vehicle. Carriers based outside the state must submit a copy of their IFTA Quarterly Tax Report, State Form Number 46125 (IFTA 101) or the Department of Revenue's MCFT-101, the tax return for the taxable period for which the proportional use credit is claimed. Personally identifiable taxpayer information is listed on State Form Number 49868 along with the amount of the refund claimed. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Retention based on IC 6-8.1-5-2(b), (2003 IC Supplement) | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the filing year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Six (6) years after the filing year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 2 | 2003-18 | CREDIT CARD/ONLINE REPORTS Credit card information is taken to pay for all oversize/overweight permits. An authorization is signed by the carrier that permits the Department of Revenue to charge the credit card. A weekly report is sent from the credit card company showing all money received. A report is sent from all online carriers showing money owed for permits requested. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Retention based on IC 34-13-1-1, (1998 Edition) | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the date of the credit card reports, one year after notice from the carrier that the DEPARTMENT OF REVENUE no longer has authorization to use the current credit card and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional nine (9) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Ten (10) years after the date of the credit card reports, ten (10) years after the notice from the carrier that the DEPARTMENT OF REVENUE no longer has authorization to use the credit card and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 3 | 2003-19 | WEEKLY OVERSIZE/OVERWEIGHT ACCOUNTING REPORTS These reports reflect all money owed and paid by manufacturers and/or transporting companies for trip permits. This computer report shows movements made during the week and the fees paid. Typical Department of Revenue forms present include PRMJMEW1 and PRMJM105. These records will also contain accounting corrections, returned check information, and payments for returned checks. Confidential, [IC 6-8.1-7-1(2003 IC Supplement)]; Retention based on IC 34-13-1-1, (1998 Edition) | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the money has been received and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional nine (9) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Ten (10) years after the money has been received and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 4 | 80-577 | MOTOR CARRIER ANNUAL REPORTS A carrier files this report at the end of April of every calendar year. | TRANSFER to the INDIANA ARCHIVES after two (2) years. |

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| 5 | 85-123 | <p>INTRASTATE MOTOR CARRIER FUEL TAX ANNUAL PERMIT APPLICATION AND RENEWAL, STATE FORM NUMBER 49870</p> <p>This application for an annual permit is only used to create new accounts. Federal ID number required; fee involved; arranged in batch number order. Confidential, [IC 6-7.1-7-1, (2003 IC Supplement)]; Retention based on IC 6-8.1-5-2(b), (2003 IC Supplement)</p> | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional six (6) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Six (6) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 6 | 88-477 | <p>APPLICATION FOR INTERNATIONAL REGISTRATION, SCHEDULE A, SF 4947</p> <p>This application includes a brief description of the vehicle to be registered, including the following:: 1. The name of the manufacturer 2. The vehicle's identification number 3. The manufacturer's rated capacity if a truck, tractor, trailer, or semitrailer 4. The type of body 5. The model year 6. The seating capacity if a bus 7. Such further information as may reasonably be required by the Department to enable it to determine whether the vehicle is lawfully entitled to registration. A registration year is April of the first year through March of the second year and the carrier submits its primary-secondary and third choices for a registration month to the Department of Revenue for that agency's approval. That registration is good for the next twelve (12) months. In addition, the Commissioner may request the vehicle's odometer reading. Several thousand accounts are processed each calendar year. Annual mileage was estimated the first year, 1987 but from 1988 to the present, actual miles have been recorded on Schedule B, SF 4949. Files maintained on individual carriers, such as: Ryder, Mayflower and others. File could contain SF 4948, Schedule AC (continuation of Schedule A) and/or SF 4950; Schedule C. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition)</p> | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after annual registration renewal and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the annual registration renewal and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 7 | 88-486 | <p>DAILY COMPUTER REPORTS</p> <p>These computer reports are generated daily from a system at the Motor Carrier Services Division called the "OSS/MAS." These reports are as follows: (1) Daily Deposit Reports, (2) Daily Wheel Tax Summary Reports, (3) Excel Cashier Log Sheets, (4) All supporting documents for payments received for the following tax types and Department of Revenue forms: IRP, IFTA/MCFT, OVERSIZE/OVERWEIGHT, CDL AG WAIVERS, BMV TITLES/REGISTRATIONS, COLLECTIONS/BT-1, and BAS-1/BAS-2. These computer reports indicate all account activity for the Motor Carrier Services Division. Retention based on IC 34-13-1-1, (2004 Edition)</p> | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after receipt of the report and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional nine (9) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Ten (10) years after receipt of the report and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 8 | 96-03 | <p>INTRASTATE COMMON CARRIER DEAD FILES</p> <p>A "dead file" is a file that was created for a carrier that is no longer operating. Authority to operate is valid pursuant to IC 8-2.1-22-1, et seq., 1998 Edition. Typical documents in a "dead file" could included: Application for ---Authority, Department of Revenue Foprnm 700; an Affidavit (non-form), exhibits submitted by the applicant to justify service approval and a hearing transcript and/or insurance filings. Retention based on IC 34-11-1-2, (1998 Edition)</p> | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility three (3) years after the carrier has ceased operations. DESTROY after an additional twelve (12) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Fifteen (15) years after the carrier has ceased operations. |

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| 9 | 96-28 | <p>INTERNATIONAL FUEL TAX AGREEMENT (IFTA) NEW LICENSE AND RENEWAL APPLICATION, STATE FORM NUMBER 46124 AND IFTA-1</p> <p>The International Fuel Tax Agreement is a base state fuel tax agreement. Upon application, the carrier's base jurisdiction will issue credentials which will allow the IFTA licensee to travel in all IFTA member jurisdictions. A registration fee is required. Pursuant to IC 6-8.1-3-14, 2003 IC Supplement, if the Indiana Department of Revenue enters into the Base State Fuel Agreement, or any other agreement under this section, and if the provisions set forth in state agreement or other agreements are different from provisions prescribed by an Indiana statute, then the agreement provisions prevail. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Three (3) years retention based on IC 6-8.1-5-2(a), (2003 IC Supplement), with two (2) additional years for the administrative need of the Indiana Department of Revenue.</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional four (4) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |
| 10 | 96-37 | <p>COMPANY PERMIT FILES</p> <p>These are all oversize/overweight permits issued and could include mobile home, Toll Road gate annuals, special weight/ oversize, overweight, oversize and overweight and superloads. These permits are valid for various time periods but no more than one (1) year pursuant to 105 IAC 10-2-1, 2003 Internet Edition. A fee is required for each permit. Permit files are arranged according to Julia date and permit type. The permittee may request a permit via US mail, electronically (via computer) or via facsimile. Typical state forms found may include State Form Number 47864, Annual Permit Request for Special Weights, State Form Number 49061, Annual Mobile Home Rig Dealer's Permit, State Form Number 944, Special Weight Single Trip/Trip Authorization Permit; or other state forms. These are all in the form of "agreements" where the applicant must agree to the conditions listed on the form in order to receive a permit. Retention based on IC 34-13-1-1, (1998 Edition)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the end of the permit year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional nine (9) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Ten (10) years after the end of the permit year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |
| 11 | 2003-14 | <p>APPLICATION FOR OPERATING AUTHORITY (PROPERTY EXCEPT HOUSEHOLD GOODS), STATE FORM NUMBER 46918, DEPARTMENT OF</p> <p>All motor carriers are required to obtain a US DOT or Indiana ID number. Intrastate carriers must complete this form annually in order to receive a registration receipt. A \$50.00 filing fee is required of intrastate carriers. Retention based on IC 6-8.1-5-2(a), (2003 IC Supplement)</p> | <p>DESTROY three (3) years after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |
| 12 | 2003-15 | <p>PROPORTIONAL USE CREDIT CERTIFICATION APPLICATION, STATE FORM NUMBER 9871, DEPT OF REVENUE FORM PROP-1, REVISED</p> <p>In accordance with IC 6-2.5-7-1, et seq., 1998 Edition and 2003 IC Supplement, the Motor Carrier Fuel Tax Section supplies an application to interstate/intrastate carriers that wish to claim proportional use credit. A one (1)-time fees of seven dollars (\$7.00) is charged. The Department shall deposit the fee in the Motor Carrier Regulation Fund established pursuant to IC 8-2.1-23-1, et seq., 1998 Edition and 2003 IC Supplement. To qualify for the proportional use credit, a carrier must have qualified commercial vehicles and submit to the Department of Revenue by April first of the filing year specified information required on the state form. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Three (3) years retention based on IC 6-8.1-5-2(a), (2003 IC Supplement), with two (2) additional years for the administrative need of the Indiana Department of Revenue.</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the filing year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional four (4) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the filing year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |

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| 13 | 2003-17 | <p>MONTHLY INDIANA TRANSMITTAL FOR INTERNATIONAL FUEL TAX AGREEMENT</p> <p>This form is used to report for Indiana-based carrier quarterly fuel gallons purchased and miles per jurisdiction. The reports are then sent to each foreign jurisdiction with a billing letter or a refund letter with a warrant. This information is compiled monthly from the IFTA-101 Quarterly Reports. This monthly report provides a transmittal report for Indiana and all of the foreign jurisdictions. The report also provides the Department of Revenue with the total dollar amount that Indiana either refunds money due to a foreign jurisdiction or sends a billing notice with the transmittal notifying a foreign jurisdiction of what is owed. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Three (3) years retention based on IC 6-8.1-5-2(a), (2003 IC Supplement), with two (2) additional years for the administrative need of the Indiana Department of Revenue.</p> | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the reporting year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional four (4) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the reporting year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 14 | 2003-21 | <p>OVERSIZE/OVERWEIGHT PERMITTING SERVICE COMPANY AGREEMENT</p> <p>This agreement between the Indiana Department of Revenue and all permitting service companies allows these companies to order permits via facsimile. According to the text of this Department of Revenue form, this agreement expires after three (3) years and a new agreement must be completed. Retention based on IC 34-13-1-1, (1998 Edition)</p> | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the agreement expiration date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional nine (9) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Ten (10) years after the agreement expiration data and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 15 | 83-1328 | <p>STATISTICAL GREENBARS</p> <p>Includes weekly statistics and year-to-date statistics.</p> | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after two (2) years. DESTROY after an additional four (4) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Six (6) years. |
| 16 | 83-1335 | <p>INTRASTATE MOTOR CARRIER QUARTERLY FUEL TAX REPORT, DEPARTMENT OF REVENUE FORM MCFT 101</p> <p>This report is required and must be file, even if there was no activity. The form and payment are submitted to the Department of Revenue. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Retention based on IC 6-8.1-5-2(b), (2003 IC Supplement)</p> | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Six (6) years after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 17 | 87-367 | <p>REPORT OF FINDINGS</p> <p>These are copies of results of hearings held between a taxpayer and the Motor Carrier Services Division; original report is submitted to the taxpayer. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Retention based on IC 6-8.1-5-2(b), (2003 IC Supplement)]</p> | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility three (3) years after the year of the hearing. TRANSFER to the INDIANA ARCHIVES, for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional three (3) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Six (6) years after the year of the hearing. |
| 18 | 87-44 | <p>MOTOR CARRIER HEARING SCHEDULE</p> <p>Issued daily or weekly by the Motor Carrier Tax and Authority.</p> | DESTROY when outdated or replaced. |

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| 19 | 88-478 | <p>INDIANA REGISTRATION CAB CARD, STATE FORM NUMBER 4953</p> <p>This cab card information is retained on this eight and one half by eleven-inch (8 1/2" by 11") black and white form. The cab card is used to report to the Indiana Department of Revenue the weights traveled in each jurisdiction subject to the International Registration Plan. The carrier retains the original cab card for the vehicle. Also maintained in computer format in order to cross-reference data by account number. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after the annual registration renewal and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the annual registration renewal and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DELETE computer data five (5) years after the date of the last registration.</p> |
| 20 | 88-479 | <p>RECAPS FROM FOREIGN JURISDICTIONS</p> <p>This is a list of carriers that pay to run semi-trailers and tractors through Indiana from other states. Much of this information is transferred to ledger books kept in the Division. Some of this data is in computer format or on computer forms. Fees are apportioned to Indiana based on the miles of carriers based in other IRP jurisdictions. Reports from other jurisdictions are received daily in many cases. Filed in alphabetical order by jurisdiction. These recaps are received on the same schedule as the registration year. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after the annual registration renewal and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the annual registration renewal and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |
| 21 | 88-480 | <p>INDIANA RECAPS TO FOREIGN JURISDICTION</p> <p>Indiana based carrier miles as reported to foreign jurisdictions. Apportioned fees based on reported mileage. Filed in alphabetical order by jurisdiction. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after the annual registration renewal and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the annual registration renewal and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |
| 22 | 88-481 | <p>SIXTY (60) DAY TEMPORARY AUTHORITY SF 6848</p> <p>This three (3) part carbonless accountable form issued to drivers for this temporary authority. The International Registration Plan retains the white copy, with the pink kept in the vehicle and the green being retained by the agent or office. Temporary authority may be requested in a facsimile ("fax") and all requests are recorded on a log (no State Form number shown). If incorrect information is recorded, the form is voided and placed in a separate file. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |
| 23 | 88-482 | <p>SIXTY (60) DAY TEMPORARY AUTHORITY - VOIDS</p> <p>File may also include unused accountable permits. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |

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| 24 | 88-483 | ACCOUNTS AND DEPOSITS - 301 ACCOUNT Money deposited from each state and the date is recorded in this ledger book. Retention based on IC 34-13-1-1, (1998 Edition) | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after one (1) year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional nine (9) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 25 | 88-484 | DAILY DETAIL REVENUE ACTIVITY This record consists of two (2) duplicate ledgers of Auditor of State Records. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition) | DESTROY five (5) years after the end of the registration year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 26 | 88-485 | INDIANA CARRIERS LEDGER - 600 ACCOUNT The 600 account records money received from Indiana based carriers and distributed to other jurisdictions. This ledger must balance the other ledgers. Retention based on IC 34-13-1-1, (1998 Edition) | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after one (1) year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional nine (9) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Ten (10) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 27 | 88-487 | WEEKLY SUSPENSION LIST This computer printout received from the Division of Information Technology in the Department of Administration. It lists all unpaid accounts. The International Registration Plan has changed this data to reflect only accounts with no payment processed for thirty (30) days or more prior to the reporting date. The report is updated daily. Retention based on IC 9-14-3-3, (1998 Edition) | DESTROY two (2) years after receipt of the suspension list and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 28 | 88-489 | SCHEDULE OF FEES FOR JURISDICTIONS UNDER THE IRP This is an alphabetical schedule. The schedule is updated whenever a new fee schedule received from a jurisdiction. Retention based on IC 9-14-3-3, (1998 Edition) | DESTROY two (2) years after the end of the registration year. |
| 29 | 89-108 | TEMPORARY THIRTY (30) DAY HUNTER'S PERMIT SF 6847 A Hunter's Permit is a limited permit issued by the Indiana Department of Revenue to allow a commercial carrier to move the vehicle for a limited period in an attempt to find an Indiana load to be transported. A fee is charged. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition) | DESTROY five (5) years after the permit issue date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 30 | 89-109 | TEMPORARY THREE (3) DAY TRIP PERMIT SF 6849 For registration purposes, in lieu of credentials, a three (3) day trip permit is required for all out-of-state IRP-based carriers who wish to drive in or through the state of Indiana. A fee is charged and the three (3) day trip permit allows both interstate and intrastate movement. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition) | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |

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| 31 | 90-07 | <p>COMMON CARRIER INTRA-STATE FILES</p> <p>IC 8-2.1-22-1, 1998 Edition, applies to the regulation of a common carrier that professes to the general public to engage in the transportation of passengers for compensation. This record consists of final orders by the Indiana Department of Revenue granting intra-state common carriers authority to operate. Authority is valid until amended, suspended, cancelled, or revoked or expired or notification is received from the carrier that operations have ceased, in accordance with IC 8-2.1-20-5, 1998 Edition. Typical file also includes supporting documents, an affidavit a(non-form) and/or an exhibit from the applicant used to justify passenger approval. According to the Motor Carrier Services Division of the Department of Revenue, any and all information is entered into Division computers and retained as a computer spreadsheet.</p> | <p>PLACE on computer after the public hearing and operating authority is approved. DELETE from the MOTOR CARRIER SERVICES DIVISION computers when the carrier is no longer operating.</p> |
| 32 | 90-08 | <p>CONTRACT CARRIER FINAL ORDERS</p> <p>These are final orders by the Indiana Department of Revenue granting intra-state contract carriers authority to operate. In accordance with IC 8-2.1-22-1, 1998 Edition, a contract carrier engages in transportation of household goods for compensation under continuing contracts with a least one (1) person for the furnishing of transportation services thru the dedication of motor vehicles for a continuing period for the exclusive use of each person served; or the furnishing of transportation services designed to meet the needs of each customer. Authority is valid until amended, suspended, cancelled, revoked, or expires in accordance with IC 8-2.1-20-5, 1998 Edition. According to the Motor Carrier Services Division of the Department of Revenue, any and all information is entered into Division computers and maintained as a computer spreadsheet.</p> | <p>PLACE on computer after the public hearing and operating authority is approved. DELETE from the MOTOR CARRIER SERVICES DIVISION computers after the carrier is no longer operating.</p> |
| 33 | 91-77 | <p>INDIANA OPERATIONAL AUDITS</p> <p>These serve the same function as foreign jurisdiction audits and are all Indiana accounts. Audits are filed in account number order. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after the beginning of the new registration year. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the beginning of the new registration year.</p> |
| 34 | 92-51 | <p>INDIANA TRANSMITTALS</p> <p>This is the International Registration Plan's copy of the list of fees that were remitted to each jurisdiction. No State Form Numbers used. Carrier, jurisdiction, and amount submitted are listed. Transmittals are arranged by the jurisdiction-state or Canadian province. Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition).</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after the end of the registration year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the end of the registration year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |

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| 35 | 92-52 | <p>RECONCILEMENT OF RECAPS AND TRANSMITTALS- INDIANA CARRIERS ONLY</p> <p>This procedure reconciles or balances the recaps and transmittals to the fees that are received daily from the Indiana carriers. Records typically consist of an Indiana Apportioned Recap printout, a memo listing of the billing plus a Reconciliation Sheet (No State Form Number shown). Retention based on IC 9-18-10-2, and IC 9-18-10-3, (1998 Edition)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility after the end of the registration year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the end of the registration year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |
| 36 | 96-04 | <p>INTRASTATE CONTRACT CARRIER DEAD FILES</p> <p>Comparable to the Common Carrier Dead Files, these carriers are also no longer operating. Typical file could include either or both of the applications, exhibits, an affidavit, a transcript(s), and/or insurance filings. Authority to operate is valid under IC 8-2.1-22-1, et seq., 1998 Edition, or notification from the carrier that operations have ceased. Retention based on IC 34-11-2, (1998 Edition)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility three (3) years after the carrier has ceased operations. DESTROY after an additional twelve (12) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Fifteen (15) years after the carrier has ceased operations.</p> |
| 37 | 96-05 | <p>CALCULATION OF FEE AMOUNTS DUE EACH STATE, SF 46139, REV FORM RS-2</p> <p>This form is to be completed by interstate and/or intrastate carriers annually so they may receive registration receipts. The form is completed if the principal place of business is Indiana. Retention based on IC 6-8.1-5-2(b), (2003 IC Supplement)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the registration year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Six (6) years after the registration year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |
| 38 | 96-07 | <p>INDIANA BUSINESS AUTHORIZATION AND SAFETY APPLICATION FOR INTRASTATE AND/OR INTERSTATE CARRIERS FOR CAL YR---, SF</p> <p>All motor carriers are required to obtain and/or renew a USDOT number or Indiana ID number. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Retention based on IC 6-8.1-5-2(b), (2003 IC Supplement)</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the filing date. DESTROY after an additional five (5) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Six (6) years after the filing date.</p> |
| 39 | 96-27 | <p>IFTA QUARTERLY TAX REPORT, SF #46125, DEPT OF REV FORM IFTA 101; & INTERNATIONAL FUEL TAX AGREEMENT (IFTA) QUARTERLY</p> <p>These are supporting documents to the International Fuel Tax Agreement, IC 6-8.1-3-14, 2003 IC Supplement. Motor Carrier Name, IFTA License Number and other pertinent information needed that is listed is needed to determine if there is tax due. State Form Number 46126 must be filed regardless of activity. Records are arranged in batch number order. Pursuant to IC 6-8.1-3-14, 2003 IC Supplement, if the Indiana Department of Revenue enters into the Base State Fuel Agreement, or any other agreement under this section, and if the provisions set forth in that agreement or other agreements are different from provisions prescribed by an Indiana statute, then the agreement provisions prevail. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Three (3) years retention based on IC 6-8.1-5-2(a), (2003 IC Supplement) with two (2) additional years for the administrative need of the Indiana Department of Revenue.</p> | <p>TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional four (4) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p> |

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| 40 | 96-29 | IFTA SYSTEM MAINTS DOCUMENT, SF 46832, REV FORM IFTA 800 A tax examiner completes and dates this form. Any interest or penalty amopunts are noted and a copy of a check attached. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Three (3) years retention based on IC 6-8.1-5-2(a), (2003 IC Supplement), with two (2) additional years for the administrative need of the Indiana Department of Revenue. | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional four (4) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 41 | 96-30 | IFTA TRANSMITTAL BALANCE SHEET This Department of Revenue form and internal control document is used to compute the payment for an Indiana billing or fees remitted from a transmittal received from an IFTA foreign jurisdiction. It is also utilized for the Indiana-based transmittal for both interstate and intrastate. Nothing on this accounting document personally identifies a taxpayer or a motor carrier. Three (3) years retention based on IC 6-8.1-5-2(a), (2003 IC Supplement), with two (2) additional years for the administrative need of the Indiana Department of Revenue. | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional four (4) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 42 | 96-31 | IFTA AMENDED QUARTERLY TAX REPORT, STATE FORM NUMBER 46125 The Amended Quarterly Tax Report amends the IFTA Quarterly Tax Report and the IFTA Quarterly Report. This is an additional supporting document to the International Fuel Tax Agreement, IC 6-8.1-3-14, 2003 IC Supplement. Records are arranged in batch number order. Pursuant to IC 6-8.1-3-14, 2003 IC Supplement, if the Indiana Department of Revenue enters into the Base State Fuel Agreement, or any other agreement under that section, and if the provisions are set forth in that agreement or any other agreements are different from provisions prescribed by an Indiana statute, then the agreement provisions prevail. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Three (3) years retention based on IC 6-8.1-5-2(a), (2003 IC Supplement), with two (2) additional years for the administrative need of the Indiana Department of Revenue. | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional four (4) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Five (5) years after the filing date and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 43 | 96-38 | DENIED PERMITS This information is maintained in computer format. | DELETE from computer data one (1) calendar year after the permit denial information has been entered into the computer. |
| 44 | 96-40 | SPECIAL WEIGHT PERMIT QUARTERLY ACCOUNTING REPORTS These reports reflect all money owed and paid by transporting companies obtraining quarterly billing authorization to pay for trip permits. This "green bar" reports movements made during the quarter and the fees paid. A letter is sent to the taxpayer indicating account information. Included with these reports is Department of REvenue form PRMJMV01. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)]; Retention based on IC 34-13-1-1, (1998 Edition) | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the money has been received and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional nine (9) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Ten (10) years after the money has been received and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. |
| 45 | 96-42 | PERMIT VIOLATION FILE Record includes a report from the State Police copy of violations to the oversize/overweight permit. This section then receives a letter from the transporting companies to clear up the infractions. Confidential, [IC 6-8.1-7-1, (2003 IC Supplement)] | DESTROY one (1) year after the date of the violation. |

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| 46 | 96-45 | SPECIALIZED MAPS These are multiple copies of maps supplied by the Indiana Department of Transportation (INDOT) and the Indiana State Police. There are four (4) maps: (1) Posted Bridge Map-This map is updated by INDOT each year and shows bridges over Indiana roads that have a posted weight limit. (2) Preferred Overwidth Route Map-This color-coded map has preferred trip routes in green, limited routes in black and routes restricted to twelve (12) foot wide vehicles shown in red. (3) Mileage Map-This INDOT supplied map shows the mileage between the trip originating point and the destination point. (4) I-465 Exit Map- This Indiana State Police supplied map shows the exits off Interstate 465 around Marion County. | DESTROY when outdated or replaced. |
| 47 | 96-74 | MOTOR CARRIER TARIFFS FOR INTRA-STATE CARRIERS OF PASSENGERS & HOUSEHOLD GOODS These tariffs are the rate schedules filed by these carriers with the Indiana Department of Revenue, pursuant to IC 8-2.1-22-1, et seq., 1995 1998 Edition. | TRANSFER to the DEPARTMENT OF REVENUE Records Storage Facility one (1) year after the tariff is cancelled. DESTROY after an additional two (2) years in the DEPARTMENT OF REVENUE Records Storage Facility. TOTAL RETENTION: Three (3) years after the tariff is cancelled. |